

STAT.

SUPPLY DIVISION WEEKLY REPORT

PERIOD ENDING 1 FEBRUARY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.

II. Items/Events of Major Interest that have Occurred During the Preceding Week:A. Inventory of Medical Items at

The Inventory and Audit Section, Operations Support Branch, completed the first inventory under its new organization and guidelines. The inventory went smoothly and it appears a significant number of tangible benefits will be gained by the section's expansion. (U)

B. Unit Price Updates:

Supply Management Branch has completed its annual price updating exercise of stock items. Of 7,804 line items reviewed, 2,122 required price changes. (U)

C. Customer Services:

For the month of January, statistics on various types of customer services are as follows:

Cables prepared		2
Requests for status		719
Telephone	565	
Memo	108	
Walk-ins	46	
Requisitions prepared		127
Action cable conversions	50	
SPB cable conversions	39	
SPB letter requests	24	
TM requisitions	12	
Call-ins	2	

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Vendor calls	163
Vendor memos	4
System updates	97
Forms 1931 prepared	4

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D. Disposal of Slow and Non-Moving Items:

Supply Management Branch, in conjunction with the Office of Communications, has completed a review of slow and non-moving Commo items in Allocation 00. The criterion used to identify 3,028 items, worth \$2,142,692.14 with no issues or demands for at least 28 months. (U)

The majority of items will be advertised on the Agency excess list. Property not claimed will be processed for disposal via GSA. (U) (Author:

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III. Significant Events Anticipated During the Coming Week:

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Negative.

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WEEKLY REPORT

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PERIOD ENDING 31 January 1983

1. Items or Events of Major Interest that have Occurred During the
Preceding Week:

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c. Silver Recovery Program: During this reporting period, two pickups
were made from NPIC and DIA. A total of 275 pieces, 10,938 pounds of burn
materiel were delivered to Fort Meade, Maryland for processing.

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e. Preservation and Packaging Section (P&PS): Eight pieces of hazardous
materiels were packed and certified with an expenditure of 14 working hours.
P&PS also handled 31 flash requirements during this reporting period.

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SUBJECT: [] WEEKLY REPORT PERIOD ENDING 31 January 1983

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f. Unit II: Relocation and rewarehousing of materiel that occupied approximately 4200 square feet of storage space has been completed. This materiel had to be moved to allow for the relocation of materiel from Unit I in preparation for the construction of a new OC T&I facility within the Depot []

g. Medic: The Inventory and Audit Staff (IAS) completed the inventory of all materiel in Allocation 31 (Medical Stocks) []

h. Classification, Repair and Disposal Section (CR&DS): Twenty boxes of materiel were turned over to the Freight Traffic Branch for shipment to [] for secure disposal. Shipment consisted of 179 line items of materiel - value \$187,644.00. Three truck loads of materiel were delivered to the Property Disposal Office [] Shipment contained scrap metal, miscellaneous photographic items and related equipment. two fork lifts, a vault door and communications equipment. []

i. Vehicle Maintenance: Vehicle receipts - No vehicles were released for shipment. New vehicles received consisted of the following:

[]

j. Furniture Repair: Seventeen straight back Class A chairs were repaired by the maintenance mechanic. These chairs were picked up from the D/L conference room [] on 20 January and returned to service-able condition on 25 January 1983. []

k. Safety: A meeting was convened 27 January 1983 in the [] Training Room to discuss safety practices and problems. Several items of mutual interest were discussed and a number of safety measures recommended for implementation. A number of beneficial suggestions were received and will be reviewed for adoption. []

l. Small Purchases Section (SPS): SPS received requisitions for 362 line items and processed receiving documents for 439 line items. Expenditures for this period were \$85,261.29. []

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